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325-B-7 D101.6/7:510-121-7357-A/987

TYPE AN ENDORSEMENT TO A MEMORANDUM

TEC Lesson 510-121-7357-A

PRODUCED BY
UNITED STATES ARMY
SOLDIER SUPPORT INSTITUTE
FORT BENJAMIN HARRISON INDIANA 46216-5590

STUDENT/SUPERVISOR INSTRUCTIONS, PRETEST/POSTTEST, AND ANSWER KEY ARE CONTAINED IN THIS BOOK

COMPLETED

REVISED JUNE 1987

ORIGINAL

If you have questions or comments concerning this TEC Lesson, address them to:

Commander
U.S. Army Soldier Support Institute
ATTN: ATSG-DTC-E (Bldg 401)
Fort Benjamin Harrison, IN 46216-5590

READ THE STUDENT/SUPERVISOR INSTRUCTIONS CAREFULLY. BE SURE YOU UNDERSTAND THEM COMPLETELY BEFORE BEGINNING THE LESSON. PLEASE DO NOT WRITE IN THIS BOOK.

The words "he," "his," and "men," when used in this publication, represent both the masculine and feminine genders, unless otherwise specifically stated.

TYPE OF LESSON

- Administration

AUDIENCE

- MOS 71L
- Skill level 1/2

TRAINING OBJECTIVE

Soldiers completing this lesson should be able to:

- properly format information into an endorsement to a memorandum making sure all elements are present and positioned correctly in accordance with AR 340-15.

MATERIAL/EQUIPMENT/PERSONNEL REQUIRED

- Lesson materials: Lesson book
- Dictionary
- Typewriter, typing paper and correction fluid (if available)
- AR 340-15, Preparing and Managing Correspondence

TIME REQUIRED

- Individual: 1 hour
- Group: 1.5 hour

REFERENCES

- STP 12-71L1/2-SM (Task 121-004-1204)
- AR 25-400-2, The Mordern Army Recordkeeping System (MARKS)
- AR 310-50, Authorized Abbreviations and Brevity Codes
- AR 380-5, DA Information Security Program
- DA Pam 25-400-2, Modern Army Recordkeeping System for TOE and Certain Other Units of the Army

STUDENT/SUPERVISOR INSTRUCTIONS

STUDENT INSTRUCTIONS

- Prerequisites: Before taking this lesson, you should have successfully completed TEC lesson 510-121-7355-A.
- Take the Pretest/Posttest. If you pass, you do not have to take the lesson.
- Make sure you have the material and equipment required to complete the lesson.
- Take the lesson. Use a separate sheet of paper for the exercises. Do not write in this book.
- When you complete the lesson, take the Pretest/Posttest again. If you do not pass, take the lesson again.

SUPERVISOR INSTRUCTIONS

- Make sure students have completed the prerequisites listed in the Student Instructions.
- Administer the Pretest/Posttest to determine the need for the lesson. Responses to test questions must be made on a separate sheet of paper not in the lesson book. To pass the test, a soldier must score at least 46 points out of a possible score of 58 points.
- Make sure students have the material and equipment required to complete the lesson.
- Administer the lesson to students who do not pass the Pretest/Posttest. Remind them to write their responses to the exercises on a separate sheet of paper and not in the lesson book.
- Administer the Pretest/Posttest to students who complete the lesson. Students who do not pass must take the lesson again.

TEC LESSON 510-121-7357-A

Revised June 1987

Type an Endorsement to a Memorandum

This test consists of four situations that cover every training objective of the lesson. These situations have a total value of 58 points. When you have completed the test, check your answers against the Pretest/Posttest Answer Keys on pages 36 through 39. If you do not score at least 46 points, you must take the lesson-or take it again if you have already taken it. Write your responses on a separate sheet of paper and/or on other appropriate materials. Do not write in this book.

Use plain white bond paper when preparing a separate-page endorsement or a continuation page. Type the endorsement or the continuation page in accordance with the instructions contained in each situation. You may refer to AR 310-50, and AR 340-15.

Situation 1:

Using the information below, type a separate-page endorsement to a memorandum in the correct format.

Your Office Symbol:	AJJCS
Endorsement Number:	1st
Page Number:	2
Office Symbol and MARKS Number of the basic Memorandum:	AFDCG (340)
Subject of the basic Memorandum:	Letter of Appreciation
Date of the basic Memorandum:	28 June 1994
Current Date:	10 July 1994
Endorsing Office:	Commander, 54th Infantry Division (Mech), Fort Atterbury, IN 46124-9000
FOR Addressee:	Commander, 3d Battalion, 3rd Armor, 54th Infantry Division (Mech), Fort Atterbury, IN 46124-9322
Writer/Phone Number:	Captain Collier/5534

PRETEST/POSTTEST

Typist's Initials:	You are the typist
Signed By:	MG James R. Franklin, USA, Commanding
Body:	1. The remarks contained in General Larsen's letter came as no surprise to me. During the operation your unit conducted, I saw your many accomplishments. 2. I add my own congratulations to those of General Larsen's. You can be sure I am proud of you and of your unit's accomplishments.

Situation 2:

Start on line eight from the top of your paper and type the signature block of the basic memorandum as shown below.

Marlin Burke
Colonel, AG
Chief of Staff

After the signature block type a same-page endorsement using the information given below.

Endorsement Number:	1st
Your Office Symbol:	AJJBE
Writer/Phone Number:	Mr. Conway/AV555-7282
Typist's Initials:	You are the typist
Current Date:	Jan 11, 1994
FROM Addressee:	Commander, United States Army Field Artillery Center Fort Sill, OK 73503-5001
FOR Addressee:	Commander, 54th Infantry Division (Mech), Fort Atterbury, IN 46124-9000
Authority Line:	for the commander
Signed By:	Julius Brown, Major, AG, Adjutant General
Enclosures:	4 Encls, nc
Body:	1. We have received your basic communication. 2. A reply will be forwarded to you within 10 days.

Situation 3:

Using the information shown below, correctly format and type a separate-page endorsement to a memorandum with multiple THRU addressees.

Your Office Symbol:	ajjcg
Endorsement Number:	1st
Page Number:	2
Office Symbol and MARKS Number of the basic Memorandum:	ATZI-PA (350)
Subject of the basic Memorandum:	Electronic Information Delivery System AN/GSH-55 (EIDS) Courseware Planning (CP)
Date of the basic Memorandum:	15 Jan 94
Suspense Date of the Endorsement:	5 Feb 94
Current Date:	21 Jan 94
FROM Addressee:	Commander, 54th Infantry Division (Mech), Fort Atterbury, IN 46124-9000
THRU Addressees:	Commander, Division Troop Brigade, 54th Infantry Division (Mech), Fort Atterbury, IN 46124-9005 Commander, DISCOM, 54th Infantry Division (Mech), Fort Atterbury, IN 46124-9004 Commander, Division Artillery, 54th Infantry Division (Mech), Fort Atterbury, IN 46124-9002
Authority Line:	for the commander

PRETEST/POSTTEST

Body:	1. Request that you identify your FY96/97 Interactive Courseware (ICW) requirements for your Computer Based Instructional Systems. Your ICW requirements should address both resident and extension training. 2. Please ensure that your requirements reach this headquarters NLT 5 Feb 94.
Signed By:	russell r. smith, colonel, IN, chief of staff
FOR Addressee:	Commander, 54th Cavalry Brigade (Air Attack), 54th Infantry Division (Mech), Fort Atterbury, IN 46124-9006
Writer/Phone Number:	major T. F. Elias/3340
Typist's Initials:	you are the typist

Situation 4:

Using the information shown below, type a continuation page to an endorsement.

Signed By:	Jack e. wilson, major, IN, Personnel Officer
Body:	6. Do not type the authority line and the signature block on the continuation page without at least two lines of the last paragraph. If, however, a paragraph or subparagraph has only one line, it may be placed along on the continuation page with the authority line and signature block. 7. Center the page number approximately 1 to 1 1/2 inches from the bottom of the page.
Authority Line:	for the commander
Your Office Symbol:	ajjba
Subject:	Continuation of an Endorsement

INTRODUCTION

In a previous lesson you learned how to type a memorandum. In this lesson, you will learn how to type endorsements to a memorandum.

Margins reflected in this lesson have been "brought in" due to the reproduction requirements of the lesson. A wavy line across or down the page means that you are seeing a part of a page or illustration.

Use of this lesson and AR 340-15 is encouraged. In this lesson, you will be typing your responses. You will need a typewriter, typing paper, correction fluid, and AR 340-15.

The preferred typing style is the standard pica courier 10 pitch. Do not use a script element (looks like handwriting).

TEC LESSON

SAME-PAGE ENDORSEMENT

An endorsement is a reply or a forwarding statement added to a memorandum. If there is enough space at the end of a memorandum to type the entire endorsement, it may be typed on the same page.

The illustration on page 10 is an example of a same-page endorsement to a memorandum. The elements of the same-page endorsement will be discussed separately.

The first element of a same-page endorsement is the originator's office symbol. The office symbol begins on the second line below the last line of the memorandum.

```
    2 Encls                                ROLAND S. SEEBERS
    1.  AR 340-9                           Major General, USA
    2.  DA Pam 1-10                        Commanding
1
2  AJJAB
```

The second element begins with the endorsement number e.g., 1st, 2d, 3d, etc, consecutively, followed by the abbreviation of the word endorsement (End).

```
    2 Encls                                ROLAND S. SEEBERS
    1.  AR 340-9                           Major General, USA
    2.  DA Pam 1-10                        Commanding
1
2  AJJAB  1st End
```

The third element is the writer's identification line. The writer's identification line consists of the writer's name, initials of the typist, and telephone number of the action officer. Use AUTOVON numbers when appropriate. The writer's identification is placed on the right side of the page, ending at the right margin.

```
    2 Encls                                ROLAND S. SEEBERS
    1.  AR 340-9                           Major General, USA
    2.  DA Pam 1-10                        Commanding
1
2  AJJAB  1st End                              Mr. Morgan/dwr/AV765-4321
```

The fourth element of the endorsement is the FROM addressee line. Type the FROM addressee in a straight line beginning on the second line below the office symbol and endorsement number. If a second line is needed to complete the address, begin it flush with the left margin, as shown. The current date goes <u>three spaces</u> after the ZIP code.

```
2  AJJAB  1st End                              Mr. Morgan/dwr/AV765-4321
1
2  Commander, 3d Battalion, 2d Armor Cavalry, 54th Infantry Division
   (Mech), Fort Atterbury, IN  46124-9313   21 Jan 94
```

The fifth element of the endorsement begins on the second line below the FROM addressee. This element contains the FOR addressee. You must type "FOR", followed by a colon (:), before you type in the addressee to whom you are sending the endorsement. When more than one line is required, begin the second line flush with the left margin.

```
2  AJJAB  1st End                              Mr. Morgan/dwr/AV765-4321
1
2  Commander, 9th Infantry Division, ATTN:  AFZH-CDR,  Fort Lewis,
   WA  98433-5000
1
2  FOR:  Commander, 3d Battalion, 2d Armor Cavalry, 54th Infantry
   Division (Mech), Fort Atterbury, IN  46124-9313   21 Jan 94
1
2  You may refer to AR 340-15 for more examples.
1
2  FOR THE COMMANDER:
1
2
3
4
5  2 Encls                          JOHN Q. SMITHER
   wd encl 2                        Major, AR
   1.  nc                           Assistant Adjutant General
```

If you understand these elements, you should not have any problems typing a same-page endorsement. All other elements e.g., the body, the authority line, the enclosure listing, the signature block, etc, are prepared exactly as in the memorandum.

You may type the endorsement on the same-page as the basic memorandum as long as <u>the entire endorsement, including the signature block</u>, will fit on the same page. Look at the illustration on the next page.

TEC LESSON

MEMORANDUM WITH A SAME-PAGE ENDORSEMENT

DEPARTMENT OF THE ARMY
HEADQUARTERS 54TH INFANTRY DIVISION (MECHANIZED)
FORT ATTERBURY, INDIANA 46124-9000

REPLY TO ATTENTION OF

AFZH-CDR (1) 14 January 1994

MEMORANDUM FOR: Commander, 9th Infantry Division, Fort Lewis, WA 98433-5000

SUBJECT: Memorandum with a Same-Page Endorsement

An endorsement is a reply or forwarding statement added to a memorandum.

2 Encls
1. AR 340-9
2. DA Pam 1-10

ROLAND S. SEEBERG
Major General, USA
Commanding

AJJAB 1st End 'Mr. Morgan/dwr/AV765-4321

Commander, 9th Infantry Division, ATTN: AFZH-CDR, Fort Lewis, WA 98433-5000

FOR: Commander, 3d Battalion, 2d Armored Cavalry, 54th 'nfantry Division (Mech), Fort Atterbury, IN 46124-9313 21 Jan 94

You may refer to AR 340-15 for more examples.

FOR THE COMMANDER:

2 Encls
wd encl 2
1. nc

JOHN Q. SMITHER
Major, AR
Adjutant General

BEST COPY AVAILABLE

PRACTICE EXERCISE 1

Assume that there is encugh room at the bottom of the basic memorandum to type the entire endorsement.

Start on line eight from the top of your paper and type the signature block of the basic memorandum as shown below.

WILLIAM E. JOHNSON
Colonel, AG
Chief of Staff

After the signature block type a same-page endorsement using the information given below.

Your Office Symbol:	AJJAA
Writer/Phone Number:	Mr. Hichar/AUTOVON 839-1106
Typist's Initials	AMT
Current Date:	15 February 1994
Endorsement Number	1st
FROM Addressee:	Commander, Third US Army, ATTN: AJACS, Fort McPherson, GA 30330-5001
FOR Addressee:	Commander, 3d Battalion, 2d Armor Cavalry, 54th Infantry Division (Mech), Fort Atterbury, IN 46124-9313
Signed By:	LTC Frank J. Jones, Armor, Commanding
Body:	1. The Training Extension Course(TEC) utilization surveys recently fielded to soldiers and trainers have indicated that TEC is a valuable training tool and is viewed favorably by most respondents. 2. For further information concerning this survey, contact Ms. Lea, this office.

SOLUTIONS TO PRACTICE EXERCISE 1

Your same-page endorsement should look like the one shown below.

WILLIAM E. JOHNSON
Colonel, AG
Chief of Staff

AJJAA 1st End Mr. Hichar/amt/AV839-1106

Commander, Third U.S. Army, ATTN: AJACS, Fort McPherson, GA, 30330-5001 15 Feb 94

FOR: Commander, 3d Battalion, 2d Armor Cavalry, 54th Infantry Division (Mech), Fort Atterbury, IN 46124-9313

1. The Training Extension Course (TEC) utilization surveys recently fielded to soldiers and trainers have indicated that TEC is a valuable training tool and is viewed favorably by most respondents.

2. For further information concerning this survey, contact Ms. Lea, this office.

FRANK J. JONES
LTC, Armor
Commanding

Note: The date may be entered as above, or as 15 February 1994.

If you had trouble with this practice exercise go back over the lesson again before continuing. You may refer to AR 340-15.

SEPARATE-PAGE ENDORSEMENT

You have just learned how to prepare a same-page endorsement. On the job, there will be times when the endorsement you are asked to type will not fit on the same page as the basic memorandum. At these times, you will prepare a separate-page endorsement.

A separate-page endorsement is typed on plain white bond paper.

Type the office symbol of the office or action officer preparing the endorsement on the eighth line from the top of the page, beginning at the left margin. Following this, in parentheses, type the office symbol and date of the basic memorandum separated by a slash line, as shown below. Two spaces after the parentheses, type the MARKS number, in parentheses. Skip two spaces and type the endorsement number.

```
7
8 AJJBA (ATZR-PT/5 Mar 94)  (630-10a)  1st End
```

Place the writer's name, the initials of the typist, and the telephone number of the action officer on the same line as the endorsement number, ending at the right margin. The writer's name and telephone number are placed on all endorsements as a rapid means of identification.

```
7
8 AJJBA (ATZR-PT/5 Mar 94)  (630-10a)  1st End     CPT Brown/ng/4282
```

Note: If the writer's identification line cannot be typed on the same line as the endorsement number, it is suggested that you type it on the line below the office symbol of the office preparing the endorsement.

```
7
8 ATZF-DTMO-SA (ATZF-DTMO-PA/12 Mar 94)  (630-10a)  1st End
  CPT Singletary/ipc/AV893-1106
```

If a suspense date is used, type or stamp it on the sixth line from the top of the page, ending at the right margin. It may also be placed in the body, preferably in the last paragraph.

```
6                                                    S:  25 Feb 94
7
8 AJJBA (ATZR-PT/5 Mar 94  (630-10a)  1st End       CPT Brown/ng/4282
```

A separate-page endorsement has a subject line. The subject of the endorsement must be the same as the subject of the basic memorandum to which you are making a reply. The subject line is placed directly below the office symbol in the left margin. If the subject cannot be typed on a single line, continue the subject on the next line, starting at the left margin.

8 AJJBA (ATZR-PT/5 Mar 94) (630-10e) 1st End CPT Brown/ng/4282
1 SUBJECT: AWOL Personnel

The FOR and FROM addressees, the BODY and the CLOSING of a separate-page endorsement follow the same format as a same-page endorsement.

The endorsing office address serves as the return address. Type it at the left margin on the second line below the subject. Stamp or type the date of the endorsement three spaces after the ZIP Code of the endorsing office. Addresses may either be in all upper case type or upper and lower case type. However, you must be consistent.

The separate-page endorsement will always have a page number. The page number will be centered 1 to 1 1/2 inches from the bottom of the page. Do not use periods, dashes, parentheses or other punctuation with page numbers.

The illustration on the next page shows the proper format for a Separate-Page Endorsement.

SEPARATE-PAGE ENDORSEMENT

ATZI-TD (AJJCG/5 Mar 94) (350) 1st End MAJ Brown/jc/AV699-4301
SUBJECT: Electronic Information Delivery System (EIDS) AN/GSH-55 Courseware Planning (CP)

Commander, U.S. Army Soldier Support Center, Fort Benjamin Harrison, IN 46216-5000 4 April 1994

FOR: Commander, 54th Infantry Division (Mech), Fort Atterbury, IN 46124-9000

1. Requested information has been posted on the Courseware Planning Sheets at Enclosures 1 and 2.

2. Point of contact for this action at Soldier Support Center is Major Brown, AUTOVON 699-4301.

FOR THE COMMANDER:

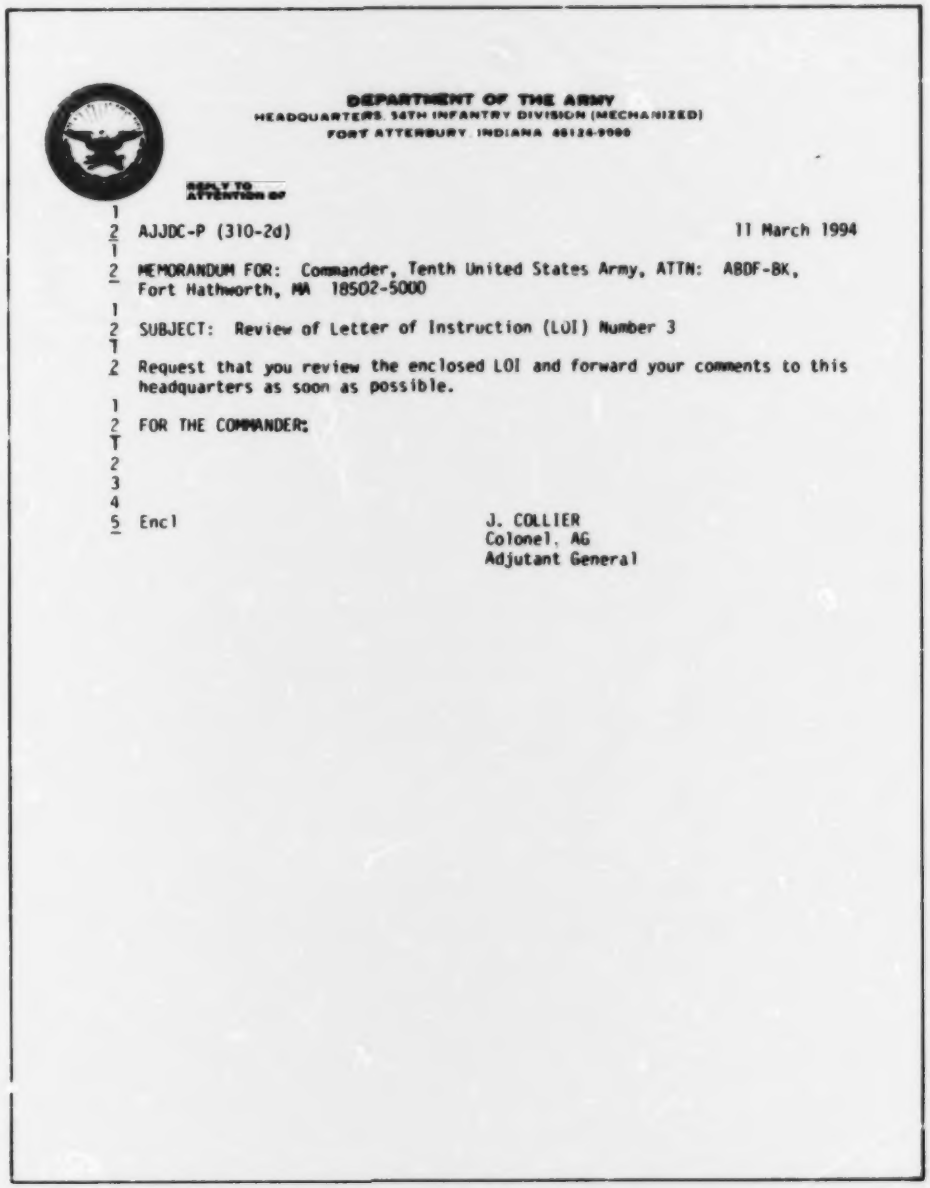
2 Encls

ROBERT E. COLLIER
Colonel, AG
Director, Training and Doctrine

2

PRACTICE EXERCISE 2

Type a separate-page endorsement to the memorandum shown below. Use the endorsement information given on page 17 to prepare the separate-page endorsement. The solution is shown on page 18.



DEPARTMENT OF THE ARMY
HEADQUARTERS, 54TH INFANTRY DIVISION (MECHANIZED)
FORT ATTERBURY, INDIANA 46124-9000

REPLY TO ATTENTION OF

AJJDC-P (310-2d) 11 March 1994

MEMORANDUM FOR: Commander, Tenth United States Army, ATTN: ABDF-BK, Fort Hathworth, MA 18502-5000

SUBJECT: Review of Letter of Instruction (LOI) Number 3

Request that you review the enclosed LOI and forward your comments to this headquarters as soon as possible.

FOR THE COMMANDER:

J. COLLIER
Colonel, AG
Adjutant General

Encl

BEST COPY AVAILABLE

Writer/Phone Number:	Captain Smith, AUTOVON 698-4288
Date of the Endorsement:	21 Mar 94
Your Office Symbol:	ABDF-BK
Endorsement Number:	1st
Typist's Initials:	You are the typist
Signed By:	Paul B. Tasser, Major, AR, Executive Officer
Authority Line:	for the commander
Body:	The review of LOI No. 3 has been completed and will be mailed to you by 25 Mar 1994.
Page Number:	2
Enclosure:	All encls wd

SOLUTIONS TO PRACTICE EXERCISE 2

1
2
3
1" 4 1"
5
6
7
8 ABDF-BK (AJJDC-P/11 Mar 94) (310-2d) 1st End CPT Smith/xx/AV698-4288
I SUBJECT: Review of Letter of Instruction (LOI) Number 3
I
2 COMMANDER, TENTH UNITED STATES ARMY, ATTN: ABDF-BK, FORT HATHWORTH, MA 18502-5000 21 Mar 94
1
2 FOR: COMMANDER, 54TH INFANTRY DIVISION (MECH), FORT ATTERBURY, IN 46124-9000
1
2 The review of LOI No. 3 has been completed and will be mailed to you by 25 March 1994.
1
2 FOR THE COMMANDER:
I
2
3
4
5 Encl wd

PAUL B. TASSER
Major, AR
Executive Officer

2 (1 to 1 1/2" from the bottom of the page and centered)

If you had trouble with the Practice Exercise, go back over the lesson before continuing.

CONTINUATION OF SEPARATE-PAGE ENDORSEMENT

You may have situations when two or more pages are required to prepare an endorsement.

When you continue an endorsement onto a second or subsequent page, place the office symbol of the action officer preparing the endorsement on the 8th line from the top of the page. The subject line is placed directly below the office symbol. Continue the body on the second line below the subject line.

8 AJJAA
1 SUBJECT: Same as Basic Memorandum
1
2 4. Begin the continuation of the body at the left margin on the second line below the subject phrase.

When you type a portion of a paragraph on a continuation page consider the following:

- Do not divide a paragraph of three lines or less between pages.
- Make sure that at least two lines of the divided paragraph are on each continuation page.
- Include on each page at least two words of a sentence that is divided.
- Do not hyphenate a word between pages.
- Do not type the closing elements alone on a continuation page. You should include at least two lines of the last paragraph with the closing elements. However, if a paragraph or subparagraph has only one line, it may be placed alone on the continuation page with the closing elements.

The page number is typed approximately 1 to 1 1/2 inches from the bottom of the page and centered on the page.

TEC LESSON

THRU ADDRESSEE

Another form of endorsement is one with a THRU addressee. Type the word THRU on the second line below the FROM addressee, followed by a colon (:). Two spaces after the colon you type the address of the THRU addressee. If the THRU address cannot be typed on a single line, continue the address on the next line beginning in the left margin.

All other rules for preparing an endorsement will apply. Look at the illustration shown below.

8 AJJCG (AMGC-WR/9 Aug 94) (350-1g) 2d End Mr. Wright/emg/AV698-4444
I SUBJECT: Combined Armored Division FTX
1
2 Commander, 54th Infantry Division (Mech), Fort Atterbury, IN 46214-9000 6 Sep 84
1
2 THRU: Commander, 11th Armored Division, ATTN: AJACS, Fort Knox, KY 42012-5000
1
2 FOR: Commander, 14th Armored Division, ATTN: ACOHT, Fort Polk, LA 1446-5000
1
2 1. Request that you check your records of individuals who attended the FTX on 1 Aug 94.

An Endorsement with multiple THRU addressees.

There may be cases where you will be told that an endorsement has to go THRU one, two or three offices before reaching its final addressee. In this situation, you prepare the endorsement like this:

- On the second line below the from addressee type the word THRU followed by a colon (:), beginning at the left margin.

```
2  Commander, 54th Infantry Division (Mech), Fort Atterbury, IN
   46214-9000   12 Feb 94
1
2  THRU:
```

- Type the first THRU addressee on the second line below the word THRU:, beginning at the left margin.

```
2  THRU:
1
2  Commander, TRADOC, ATTN:  AMGC-AV, Fort Monroe, VA  23651-5000
```

- Type the second THRU addressee on the second line below the first addressee, beginning at the left margin.

```
2  Commander, TRADOC, ATTN:  AMGC-AV, Fort Monroe, VA  23651-5000
1
2  Commander, FORSCOM, ATTN:  AJJGC-TC, Fort McPherson, GA
   30331-5000
```

- Type the third THRU addressee on the third line below the second addressee, beginning at the left margin.

```
2  Commander, FORSCOM, ATTN:  AJJGC-TC, Fort McPherson, GA
   30331-5000
1
2  Commander, U.S. Army Soldier Support Center, Fort Benjamin
   Harrison, IN  46216-5000
```

All other rules for preparing an endorsement will apply.

TEC LESSON

PRACTICE EXERCISE 3

Exercise 1:

Type a separate-page endorsement with a THRU addressee.

Your Office Symbol:	AFDB-DH
Current Date:	30 April 1994
Endorsement:	1st Endorsement
Writer/Phone Number:	Major John Warnock/AV555-4290
Typist's Initials:	You are the typist
FROM Adddresse:	Commander, Third U.S. Army, Fort Meyer, VA 21137-5000
THRU Addressee:	Commander, U.S. Army Systems Development Command, Fort Slosky, IL 43181-5000.
Signed By:	FRANK B. STANLEY, Colonel, GS, Chief of Staff
Authority Line:	FOR THE COMMANDER
Body:	The tests on the BDE 400 central processing unit and assembler have been completed.
Subject:	Data Processing Equipment Tests
Office Symbol and MARKS Number of basic Memorandum:	DFBD-BE (738-750e)
FOR Addressee:	Commander, Computer Systems Command, Fort Belvoir, VA 20237-5000
Date of basic Memorandum:	15 Mar 94
Page Number	3

Exercise 2

Type a separate-page endorsement with multiple THRU addressees.

THRU Addressees:	Commander, 2d Brigade, 54th Infantry Division (Mech), Fort Atterbury, IN 46124-9005 Commander, 3d Brigade, 54th Infantry Division (Mech), Fort Atterbury, IN 46124-9006 Commander, 4th Brigade, 54th Infantry Division (Mech), Fort Atterbury, IN 46124-9007
FOR Addressee:	Commander, 5th Brigade, 54th Infantry Division (Mech), Fort Atterbury, IN 46124-9008
Subject:	Receipients of the Bronze Star Medal
Office Symbol and date of basic Memorandum:	AZTI-AG/20 Jan 94
Current Date:	15 Mar 94
MARKS Number:	672-5-1a
Body:	1. Request a records check be conducted of individuals who were in the grade of E5 or below while serving in the Demilitarized Zone and who were awarded the Bronze Star Medal. 2. Report name, present rank, social security number and unit of assignment to this headquarters not later than 6 April 1994.
Signed By:	FRANKLYN ROSS, Colonel, AG, adjutant general
Your Office Symbol:	AJACS
Page Number:	3
Endorsement Number:	2
Suspense Date:	6 April 1994
Writer/Phone Number:	Major Gross, 5211
FROM Addressee:	Commander, 54th Infantry Division (Mech), Fort Atterbury, IN 46124-9000
Authority Line:	for the commander

TEC LESSON

Exercise 3:

Using the information below, type a continuation page to an endorsement.

Subject:	Graduation Roster
Your Office Symbol:	AJJCG
Current Date:	15 Jan 94
Signed By:	Russell r. smith, colonel, IN, adjutant general
Body:	6. Effective immediately rosters will be distributed in accordance with Appendix C, Fort Atterbury Regulation 310-1.
Page Number:	2
Authority Line:	for the commander

SOLUTIONS TO PRACTICE EXERCISE 3

Exercise 1:

AFDB-DH (DFBD-BE/15 Mar 94) (738-750e) 1st End
MAJ Warnock/xx/AV555-4290

SUBJECT: Data Processing Equipment Tests

Commander, Third U.S. Army, Fort Meyer, VA 21137-5000 30 April 1994

THRU: Commander, U.S. Army Systems Development Command, Fort Slosky, IL 43181-5000

FOR: Commander, Computer Systems Command, ATTN: DFBD-BE, Fort Belvoir, VA 20237-5000

The tests on the BDE 400 central processing unit and assembler have been completed.

FOR THE COMMANDER:

FRANK B. STANLEY
Colonel, GS
Chief of Staff

3 (1 to 1 1/2" from the bottom of the page and centered)

TEC LESSON

Exercise 2:

S: 6 April 1994

AJACS (AZTI-AG/20 Jan 94) (675-5-1a) 2d End MAJ Gross/xxx/5211
SUBJECT: Receipients of the Bronze Star Medal

Commander, 54th Infantry Division (Mech), Fort Atterbury, IN 46124-9000 15 March 1994

THRU:

Commander, 2d Brigade, 54th Infantry Division (Mech), Fort Atterbury, IN 46124-9005

Commander, 3d Brigade, 54th Infantry Division (Mech), Fort Atterbury, IN 46124-9006

Commander, 4th Brigade, 54th Infantry Division (Mech), Fort Atterbury, IN 46124-9007

FOR: Commander, 5th Brigade, 54th Infantry Division (Mech), Fort Atterbury, IN 46124-9008

1. Request a records check be conducted of individuals who were in the grade of E5 or below while serving in the Demilitarized Zone and who were awarded the Bronze Star Medal

2. Report name, present rank, social security number and unit of assignment to this headquarters not later than 6 April 1994.

FOR THE COMMANDER:

FRANKLYN ROSS
Colonel, AG
Adjutant General

3

Exercise 3:

AJJCG
SUBJECT: Graduation Roster

6. Effective immediately, rosters will be distributed in accordance with Appendix C, Fort Atterbury Regulation 310-1.

FOR THE COMMANDER:

RUSSELL R. SMITH
Colonel, IN
Adjutant General

SELF-EVALUATION EXERCISE

Situation 1:

Start on line eight from the top of your paper and type the signature block of the basic memorandum as shown below.

GEORGE M. BATEN
LTC, AG
Assistant Adjutant General

After the signature block type a same-page endorsement using the information given below.

Enclosure from basic Memorandum:	2 Encls
Endorsement Number:	1st
Writer/Phone Number:	Mr. Perry/AV621-3322
Typist's Initials:	You are the typist
Your Office Symbol:	ATZR-PA
Date of basic Memorandum:	January 12, 1994
Current Date:	January 19, 1994
FROM Addressee:	Commander, United States Army Field Artillery Fort Sill, OK 73503-5001
FOR Addressee:	Commander, 54th Infantry Division (Mech), Fort Atterbury, IN 46124-9000
Authority Line:	FOR THE COMMANDER
Signed By:	RALPH W. HOBBS, LTC, AG, Adjutant General
Enclosures:	Add 1 enclosure: Policy Letter No. 10
Body:	1. Requested changes have been incorporated in our Standard Operating Procedures. 2. A copy of this Command's Policy Letter Number 10 has been added as an enclosure.

Situation 2:

Type a separate-page endorsement to a memorandum using the information shown below IAW AR 340-15.

Your Office Symbol:	AJCJD
MARKS Number:	710-2h
Office Symbol and date of basic Memorandum:	ATZR-PA, 31 January 1994
Endorsement Number:	1st
Subject of basic Memorandum:	Missing Property
Writer/Phone Number:	Dr. Mann/AV555-5501
Typist's Initials:	You are the typist
Current Date:	February 8, 1994
FROM Addressee:	Commander, 1st Brigade, 54th Mech, 54th Infantry Division (Mech), Fort Atterbury, IN 46124-9300
FOR Addressee:	Commander, 54th Infantry Division (Mech), Fort Atterbury, IN 46124-9000
Authority Line:	FOR THE COMMANDER
Signed By:	Nathaniel Zieden, Captain, AR, Surveying Officer
Suspense Date of basic Memorandum:	21 Feb 94
Body:	1. Requested search for the missing property has been initiated. 2. Report of the results of the search will be forwarded by COB 21 February 1994.
Page Number	2

SELF-EVALUATION EXERCISE

Situation 3:

Using the information shown below, type a separate-page THRU address endorsement to a memorandum:

Endorsement Number	2nd
Subject:	Promotion of Training Extension Course Lessons
Writer/Phone Number:	Mr. Ripperger/AV694-4301
Authority Line:	for the commander
Signed By:	major charles p. gross, IN, training officer
THRU Addressee:	Commander, 5th Signal Command, Fort Jones GA 60214-5004
Current Date:	12 March 1994
Date and Office Symbol of basic Memorandum:	21 Feb 94, ATZI-D
MARKS Number:	350
Your Office Symbol:	AJJGB
Body:	1. Training Extension Course (TEC) Lesson utilization surveys recently fielded to soldiers and trainers have indicated that TEC is a valuable training tool and was viewed favorable by most respondents. 2. However, a number of respondents were totally unaware of the existence of the TEC program. 3. Request that TRADOC develop an information letter on the TEC program to be fielded to Army trainers world-wide. 4 We will provide any assistance required for drafting such a letter.
FOR Addressee:	Commander, Training and Doctrine Command, Fort Monroe, VA 23651-5001
FROM Addressee:	Commander, 54th Infantry Division (Mech), Fort Atterbury, IN 46124-9000
Page Number:	4

BEST COPY AVAILABLE

Situation 4:

Using the information shown below, type a continuation page to an endorsement.

Subject:	Training Extension Course (TEC) Material Survey Results
Signed By:	Barber, William, cpt, IN, Training Officer
Your Office Symbol:	ATSG-S2
Page Number:	3
Body:	7. In an effort to promote TEC we would like to recommend that a short presentation on the existence and usage of TEC Lessons be given to all new classes and newly arrived personnel as part of their in-briefing.
Authority Line:	FOR the commander

ANSWERS TO SELF-EVALUATION EXERCISE

Situation 1:

2 Encls

GEORGE M. BATEN
LTC, AG
Assistant Adjutant General

ATZR-PA 1st End

Mr. Perry/xxx/AV621-3322

Commander, U.S. Army Field Artillery Center, Fort Sill, OK 73503-5001
19 Jan 94

FOR: Commander, 54th Infantry Division (Mech), Fort Atterbury, IN 46124-9000

1. Requested changes have been incorporated in our Standard Operating Procedures.

2. A copy of this Command's Policy Letter Number 10 has been added as an Enclosure.

FOR THE COMMANDER:

3 Encls
1, 2. nc
Added 1 encl
3. Policy Letter No. 10

RALPH W. HOBBS
LTC, AG
Adjutant General

Situation 2

AJCJD (ATZR-PA/31 Jan 94) (710-2h) 1st End Dr. Mann/xxx/AV555-5501
SUBJECT: Missing Property

Commander, 1st Brigade, 54th Mech, 54th Infantry Division (Mech),
Fort Atterbury, IN 46124-9300 8 February 1994

FOR: Commander, 54th Infantry Division (Mech), Fort Atterbury, IN
46124-9000

1. Requested search for the missing property has been initiated.

2. Report of the results of the search will be forwarded by COB 21
February 1994.

FOR THE COMMANDER:

NATHANIEL ZIEDEN
Captain, AR
Surveying Officer

2 (1 to 1 1/2" from the bottom of
the page and centered)

ANSWERS TO SELF-EVALUATION EXERCISE

Situation 3:

AJJGB (ATZI-D/21 Feb 94) (350) 2d End Mr. Ripperger/xxx/AV694-4301
SUBJECT: Promotion of Training Extension Course Lessons

Commander, 54th Infantry Division (Mech), Fort Atterbury, IN 46124-9000 12 Mar 94

THRU: Commander, 5th Signal Command, Fort Jones, GA 60214-5004

FOR: Commander, Training and Doctrine Command, Fort Monroe, VA 23651-5001

1. Training Extension Course (TEC) Lesson utilization surveys recently fielded to soldiers and trainers have indicated that TEC is a valuable training tool and was viewed favorable by most respondents.

2. However, a number of respondents were totally unaware of the existence of the TEC program.

3. Request that TRADOC develop an information letter on the TEC program to be fielded to Army trainers world-wide.

4. We will provide any assistance required for drafting such a letter.

FOR THE COMMANDER:

CHARLES P. GROSS
Major, IN
Training Officer

4

Situation 4

ATSG-S2
SUBJECT: Training Extension Course (TEC) Material Survey Results

7. In an effort to promote TEC, we would like to recommend that a short presentation on the existence and usage of TEC Lessons be given to all new classes and newly arrived personnel as part of their in-briefing.

FOR THE COMMANDER:

WILLIAM BARBER
Captain, IN
Training Officer

3

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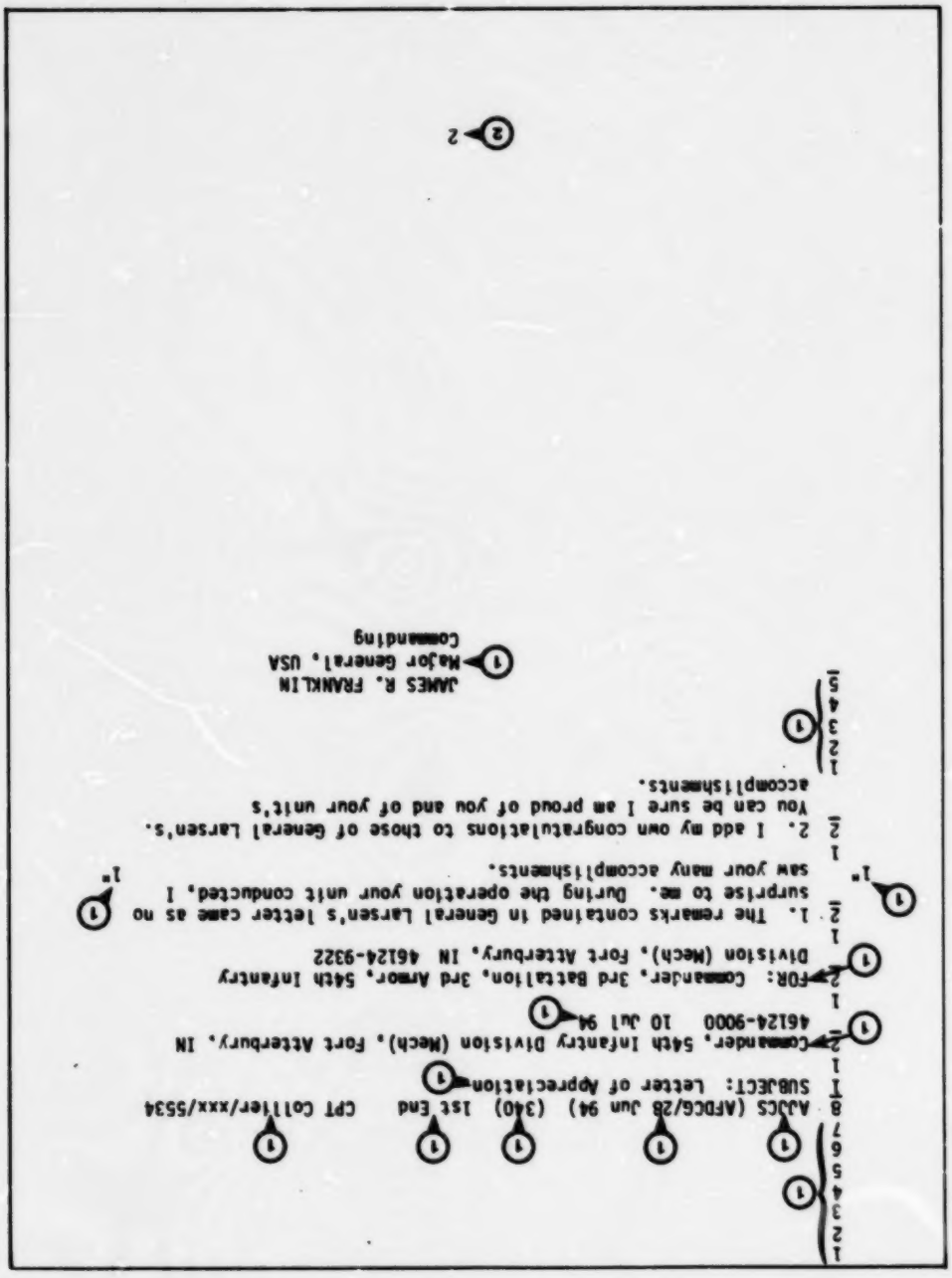
PRETEST/POSTTEST ANSWER KEY

The total possible score is 58 points. You must score at least a total of 46 points. Points are awarded as indicated.

Situation 1:


1 2 3 4 5 6 7 8
AJJCS (AFDCG/2B Jun 94) (340) 1st End CPT Collier/xxx/5534
SUBJECT: Letter of Appreciation
Commander, 54th Infantry Division (Mech), Fort Atterbury, IN
46124-9000 10 Jul 94
FOR: Commander, 3rd Battalion, 3rd Armor, 54th Infantry
Division (Mech), Fort Atterbury, IN 46124-9322
1. The remarks contained in General Larsen's letter came as no
surprise to me. During the operation your unit conducted, I
saw your many accomplishments.
2. I add my own congratulations to those of General Larsen's.
You can be sure I am proud of you and of your unit's
accomplishments.
1 2 3 4 5
JAMES R. FRANKLIN
Major General, USA
Commanding
2

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Situation 2:

4 Encls

MARLIN BURKE
Colonel, AG
Chief of Staff

AJJBE 1st Ind

Mr. Conway/xxx/AV555-7282

Commander, United States Army Field Artillery Center, Fort Sill,
OK 73503-5001 11 Jan 94

FOR: Commander, 54th Infantry Division (Mech), Fort
Atterbury, IN 46124-9000

1. We have received your basic communication.

2. A reply will be forwarded to you within 10 days.

FOR THE COMMANDER:

4 Encls
nc

JULIUS BROWN
Major, AG
Adjutant General

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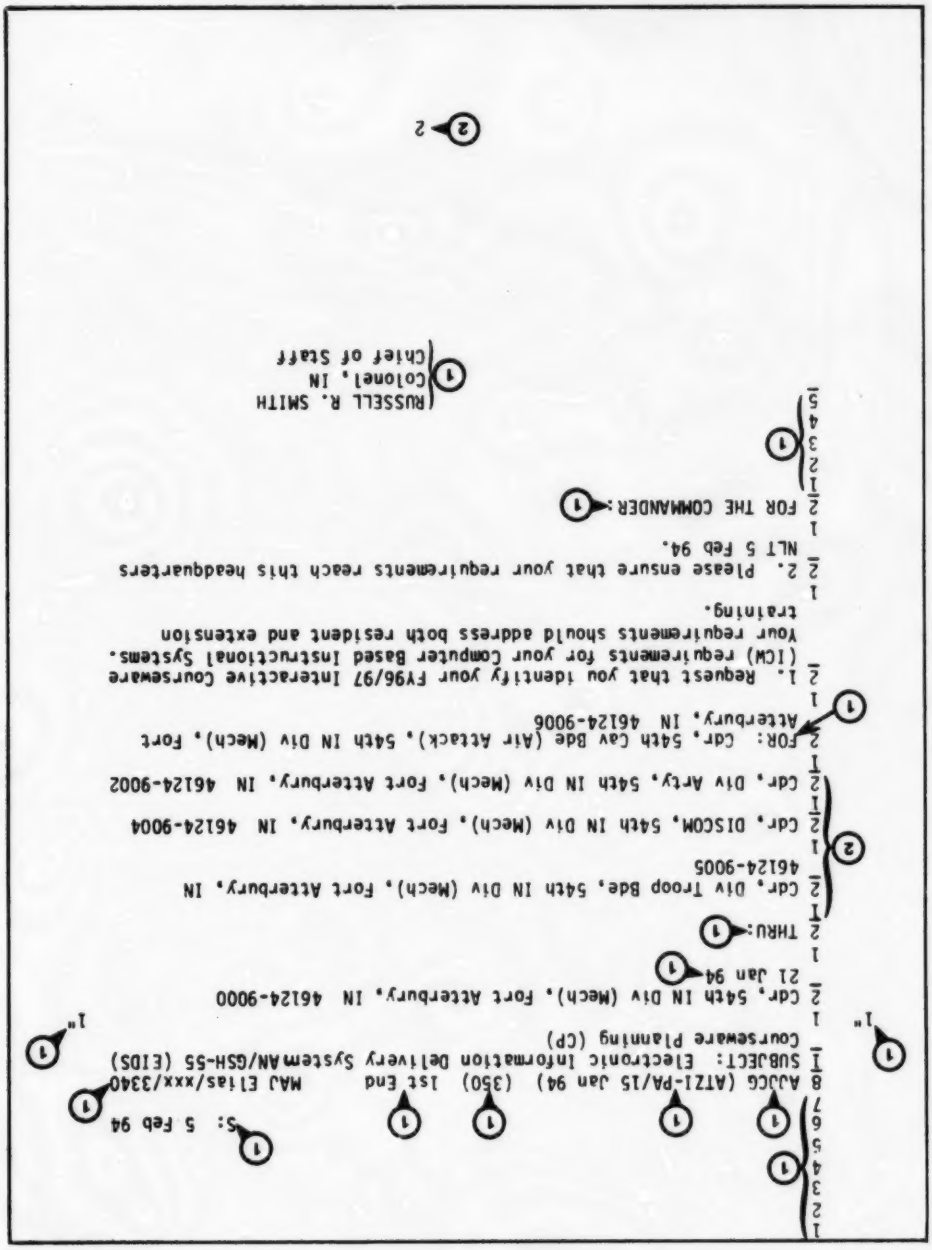
PRETEST/POSTTEST ANSWER KEY

Situation 3:

Note: In this situation, you could have used authorized abbreviations in accordance with AR 310-50.


1 2 3 4 5 6 7 8
AJJCG (ATZI-PA/15 Jan 94) (350) 1st End MAJ Eltas/xxx/3340
SUBJECT: Electronic Information Delivery System AN/GSH-55 (EIDS) Courseware Planning (CP)
1"
1"
S: 5 Feb 94
1 2
Cdr, 54th IN Div (Mech), Fort Atterbury, IN 46124-9000
21 Jan 94
THRU:
Cdr, Div Troop Bde, 54th IN Div (Mech), Fort Atterbury, IN 46124-9005
Cdr, DISCOM, 54th IN Div (Mech), Fort Atterbury, IN 46124-9004
Cdr, Div Arty, 54th IN Div (Mech), Fort Atterbury, IN 46124-9002
FOR: Cdr, 54th Cav Bde (Air Attack), 54th IN Div (Mech), Fort Atterbury, IN 46124-9006
1. Request that you identify your FY96/97 Interactive Courseware (ICW) requirements for your Computer Based Instructional Systems. Your requirements should address both resident and extension training.
2. Please ensure that your requirements reach this headquarters NLT 5 Feb 94.
FOR THE COMMANDER:
RUSSELL R. SMITH
Colonel, IN
Chief of Staff
2

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